



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO

NSHSBETHINST 1740.5A

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JUL 24 1995

NSHS BETHESDA INSTRUCTION 1740.5A

From: Commanding Officer

Subj: COMMAND PERSONAL FINANCIAL MANAGEMENT EDUCATION, TRAINING
AND COUNSELING PROGRAM

Ref: (a) OPNAVINST 1740.5
(b) NNMCIINST 11103.4

Encl: (1) Personal Financial Management Core Requirements for
Training

1. Purpose. To establish a comprehensive Command Personal Financial Management (PFM) Education, Training and Counseling Program as required by reference (a) that emphasizes personal financial responsibility and accountability.

2. Background. Management of personal finances is presenting an increased challenge for our staff, students and their families. The high cost of living at our training sites when compiled with availability of credit, high pressure sales tactics, clever advertising, and undisciplined buying, have placed members and their families in precarious financial situations. These problems may have a serious impact on service members and their families as well as a negative impact on command morale, readiness, and retention.

3. Discussion. PFM is one of the focal points of the Personal Excellence Program. The Navy member and the Navy have a responsibility to address personal financial obligations, while the member is obligated to discharge his/her debts and meet family financial needs. This command will promote sound financial practices, personal integrity, and responsibility among our staff and students. This can only be accomplished through financial training, information, and counseling at all levels of the command.

4. Applicability. This instruction is applicable to all staff and students assigned to the Naval School of Health Sciences, Bethesda, Maryland.

5. Action. The Commanding Officer, Naval School of Health Sciences, Bethesda will appoint a Command Financial Specialist (CFS) to coordinate the PFM program and to assist in providing financial information, training and counseling to staff and students. The CFS will function as the command's principal advisor on policies and matters related to PFM, and as such, report directly to the Executive Officer as a Special Assistant.

JUL 24 1995

6. Position Requirements. The CFS should be E-6 or above, be motivated, financially stable, and volunteer for the position. The CFS must have completed the CFS training course provided by designated Navy Fleet Service centers using criteria established in reference (a), and have one year remaining in the command upon completion of the CFS course.

7. Responsibilities

a. Commanding Officer will:

(1) Designate in writing a minimum of one responsible member meeting requirements of CFS, with appointment of ancillary personnel as necessary to manage the PFM program.

(2) Assign collateral PFM responsibilities to the CFS(s), provide required training, and ensure record of CFS designation and course completion are made part of the member's service record.

(3) Ensure command orientation and general military training programs include information on the PFM program and assistance available as provided in enclosure (1).

(4) Ensure that all personnel who are the subject of a bad check report, letter of indebtedness or other financial mismanagement notice receive mandatory PFM counseling assistance.

(5) Ensure junior personnel (E-4 and below) are adequately counseled prior to securing off-base housing per reference (b).

(6) Ensure records of training and counseling are maintained between inspections, providing for privacy and confidentiality of all PFM records at the command.

b. Command Financial Specialist will:

(1) Assist in establishing, organizing and administering the PFM program.

(2) Disseminate financial management information through the plan of the week notes, newsletter, flyers, pamphlets, etc.

(3) Maintain current PFM resource books, directives, references, and training materials for use in orientation, GMT, departmental training, and counseling. Maintain liaison with local Fleet Service Centers for updating information.

(4) Present PFM training as part of command orientation, GMT and departmental training as required, providing training on those items listed in enclosure (1).

JUL 24 1995

(5) Provide basic PFM counseling to individual command members as requested by the member or supervisor.

(6) Maintain records of training, counseling and referrals, ensuring confidentiality and privacy of information contained therein.

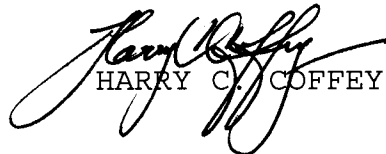
(7) Refer members with serious financial problems to the appropriate resource or agency capable of providing necessary assistance and/or counseling, such as the Fleet Service Center, Navy and Marine Corps Relief Society, Credit Union, Consumer Credit Council, etc. Ensure the individual is seen and counseled. Maintain contact with the individual and the referral resource/counseling agency to facilitate progress.

c. Directors/Department Heads/Supervisors will:

(1) Provide for timely referral of all staff/students requiring financial assistance to the designated CFS.

(2) Ensure all personnel attend PFM training as part of command orientation and GMT training programs.

(3) Monitor and coordinate departmental PFM training requirements to provide staff and students with specialized training in areas listed in enclosure (1).


HARRY C. COFFEY

Distribution:
List I & II

JUL 24 1995

PERSONAL FINANCIAL MANAGEMENT CORE REQUIREMENTS FOR COMMAND TRAINING

Military Pay and Allowances
Direct Deposit System (DDS)
Checking Accounts/Automatic Teller Machines (ATMs)
Consumer Fraud, Misrepresentations, Advertising Gimmicks and
other Consumer Rip-offs
Personal and Family Budgeting
Savings Plans
Consumer Credit, Credit Cards and Loans
Car Buying Strategies
Insurance, Supplementary Health Insurance
Legal Issues of Personal Financial Management
Letters of Indebtedness
Bankruptcy
Pre-deployment Financial Management

Enclosure (1)